

BUSINESS (APPLIED), CERTIFICATE OF ACHIEVEMENT

Financial Aid Eligible

This Pace+ Business (Applied) Certificate of Achievement program is a building block toward completing the Business (Applied) Associate of Science. The program's courses leverage the existing business knowledge, skills, and abilities each student brings to the program as it prepares students to advance in their careers and educational paths. The pre-planned pathway of coursework and competencies builds on prior learning, ensuring students are best prepared to succeed as they move through the program. For students with work experience, this program will provide them with the knowledge and skills to move up the career ladder to a professional role or to progress further along a professional career path in a variety of roles.

Topics include business operations, interpersonal communication and working with others, business law, business office technology, and business communication. The certificate provides preparation for potential careers, including Administrative Services Managers, Facilities Managers, General and Operations Managers, and Human Resources Assistants.

Program Learning Outcomes

1. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly changing global environment.
2. Formulate strategies that embrace diversity within organizations and create inclusive organizational cultures.

This Pace+ program requires additional application and registration requirements. Please meet with a Coastline counselor for further information.

| Course | Title | Units |
|-------------------------|--|-----------|
| Required Courses | | |
| BUS C100 | Introduction to Business | 3 |
| BUS C110 | Business Law/Legal Environment of Business | 3 |
| BUS C139 | Business Communication | 3 |
| CIS C105 | Introduction to Business Office Technology | 3 |
| CMST C100 | Interpersonal Communication | 3 |
| COMM C1000 | Introduction to Public Speaking | 3 |
| Total Units | | 18 |